

ADMINISTRATIVE-INTERNAL USE ONLY

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28 MAY 1975

DDI-1438-72

MEMORANDUM FOR: Administrative Officer, DCI  
Deputy Director for Administration  
Deputy Director for Intelligence ✓  
Deputy Director for Operations  
Deputy Director for Science & Technology

SUBJECT: Mid-June Reporting of Obligations and Encumbrances

1. As we near the end of the fiscal year with the critical funding condition existing within the Agency, we need the best possible estimates of year-end obligation and encumbrance data for our mid-June review. It is requested therefore that you direct your components to make an interim report of estimated FY 1975 obligations and encumbrances through 30 June as of close of business 11 June; for this purpose each component should assure that all actual obligations and encumbrances through that date plus an estimate for all obligations and encumbrances to be incurred during the remainder of the month are reported to the Accounts and Analysis Division, Office of Finance. Such reports must be available to the Accounts and Analysis Division by close of business on 11 June to allow processing time to meet the scheduled target dates for the mid-June review.

a. More specifically the obligation abstracts should reflect obligations not previously reported, as follows:

- (1) Obligations for terminal leave payments for employees who will separate on or before 30 June 1975 (see memorandum for Budget and Fiscal Officers from Chief, A&A Div/OF dated 14 May 1975).
- (2) All other known obligations through 11 June.
- (3) A one-line estimate for obligations to be incurred under each FAN for the remainder of

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the month. (This obligation should be canceled on the next obligation abstract and replaced by actual data as incurred during the remainder of the month.)

- b. The interim Encumbrance Report will reflect the sum of encumbrances through 11 June and estimated encumbrances for the remainder of the month. (This estimate to be adjusted at time of final submission of encumbrances at close of fiscal year.)

2. It is expected that Obligation Status Reports reflecting data as of 11 June will be available to the offices not later than 17 June, and the following trend reports by 19 June:

- 25X1 a. Report [ ] by office, country, project, and subobject classification.
- 25X1 b. Report [ ] by office, by subobject classification.

3. On a limited basis, arrangements can be made for preparation of additional trend reports; it is requested that any office desiring additional reports call the FRS Administrator,

25X1 [ ]

4. Attached FYI is the Comptroller's schedule for events through 26 June for the orderly closeout of FY 1975.

[ ]

JOHN D. IAMS  
Comptroller

Attachment  
As Stated

25X1